



# Kansas Central Repository Operations Bulletin 2-04

## 1. Submitting Electronic Records to KIBRS.

Kansas Offense and Arrest reports may be sent to the KBI electronically.

## 2. IBR Deadline.

January – March 2004 data is due at the Central Repository.

## 3. New KIBRS Handbook.

Orders are now being taken for the 2004 edition.

## 4. Municipal Court Reporting.

When and how to send fingerprints and dispositions to the Central Repository.

## 5. Disposition Reporting by Prosecuting Attorneys.

"Trigger events" are defined.

## 6. Correcting Livescan Submissions.

Preventing duplicate records.

**April 2004.** The Kansas Central Repository Operations Bulletin is published electronically on a quarterly basis to inform criminal justice agencies of policies, rules and technical procedures for the exchange of data with the Kansas Central Repository at the Kansas Bureau of Investigation (KBI). The information presented in this bulletin is intended to assist the criminal justice community in working efficiently and effectively within the Kansas Criminal Justice Information System (KCJIS).

Topics cover the KCJIS network, the Kansas Incident-Based Reporting System (KIBRS), fingerprint records, criminal arrests and dispositions, dissemination of criminal history records, the national Interstate Identification Index (III) and the federal integrated automated fingerprint identification system (IAFIS) databases.

Subscriptions are available upon request to the KBI. Send an email with "Ops Bulletin Subscription" in the subject line, the name of the recipient(s), the agency and the email address(es) to: [records@kbi.state.ks.us](mailto:records@kbi.state.ks.us).

## 1. Kansas Incident Based Reporting System (KIBRS) Electronic Submission

The Kansas Standard Offense Report (KSOR) and the Kansas Standard Arrest Report (KSAR) can be electronically transmitted to the Kansas Central Repository at the KBI through an internet connection. The transmission may be made by dial-up modem, broadband cable, DSL, ISDN, T-Line or satellite broadband.

The records are sent in an electronic ASCII file format. In the ASCII file the criminal data information is formatted in a sequential series of lines, numbers, text, and spaces.

The benefits of submitting electronically

### *ASCII (American Standard Code for Information Interchange)*

*Pronounced "as key", this is the most common format for text files in computers and on the Internet. In an ASCII file, each alphabetic, numeric, or special character is represented with a 7-bit binary number (a string of seven 0s or 1s). 128 characters are defined in ASCII.*

include the elimination of paper reports to the KBI, better data quality and more timely and accurate statistics.

In order to get connected you need three components on the computer terminal that will be used to transmit the records:

- A Record Management System (RMS) that has the capability to extract the data and put it into your local KIBRS Gateway program. Some RMS have a sub-program to extract the data from the RMS into the KIBRS Gateway – other programs have other strategies to create the records.
- The KIBRS Gateway, a program that is provided by the KBI at no cost to your agency. The Gateway software is the portal from your agency to the KBI's Gateway. The data extracted from your RMS is imported to the KIBRS Gateway where the data is packaged into a batch. You may then review the batched records and edit if necessary before transmitting them to the KBI.
- The Secure Remote software, which is also free to your agency and is installed with the help of the KBI Communication Help Desk. Secure Remote provides a secure connection between your agency and the KBI.

For more information contact the KIBRS Section of the KBI at [785] 296-8279. It is very important that interested agencies and RMS vendors keep a line of communication open with the KBI to track system changes or updates. That is essential when designing or installing a new RMS.

Vendors that have developed software that is capable of submitting KIBRS records electronically are:

New World	*E-Justice (TRW)	Sleuth
Spillman	ARMS	Global
Starfire	KIBRSLE (Free)	

## **2. Incident Based Reporting (IBR) Deadline.**

The Incident Based Reporting Section of the Central Repository at the KBI established a suspense date of Monday, April 12, 2004 for all Kansas law enforcement agencies to submit their January-March 2004 data. While that date has passed, it is essential that any pending reports be sent as soon as possible.

If your agency has no Offense, Arrest, LEOKA or Supplemental Homicide reports to submit, please complete a Zero Report. In order to compute valid crime rates and trends, it is necessary that the KBI be able to identify months in which no criminal activity occurred. This is the reason why completing a zero report is extremely important to agencies throughout the state. The Zero Report form is new for the 2004 calendar year. If you have any questions or concerns please contact Janell Zeiler at [785] 296-8279 or Gilbert Tabares at [785] 296-8242 for explanations or assistance.

## **3. Reserve your 2004 KIBRS Handbook.**

The Incident Based Reporting Section will release their 2004 Edition of the Kansas Incident Based Reporting Handbook in June. You are urged to submit your agency's request for these books in advance so that each officer receives a copy in a timely manner. The IBR Section will accept requests starting immediately and delivery will begin in mid-summer. To request your copies please contact Janell Zeiler [785] 296-8279 or Julie Hall [785] 296-8278.

## 4. Municipal Court Reporting – Fingerprint Cards and Dispositions.

Municipal court proceedings seldom follow the “traditional” sequence of arrest and booking, filing of charges and court disposition. More often the subject is summoned to municipal court, bypassing the arrest booking and fingerprinting step. The following rules and procedures will accomplish the task of providing full and complete records to the Central Repository for the subject’s criminal history record:

### What is reportable to the Central Repository at the KBI?

- K.S.A. 21-2501(a) and K.S.A. 38-1611 require reporting of adult and juvenile violations of Kansas criminal code or county resolutions that constitute felonies, class A or B misdemeanors or class C assaults.
- K.S.A. 12-4517 requires reporting of municipal ordinances that constitute class A or B misdemeanors or class C assaults, upon conviction by the court.

**What documents are used to report to the Central Repository?** K.S.A. 12-4517 and K.S.A. 21-2501 requires the court to ensure that the subject has been fingerprinted.

- If the first appearance results in the final disposition of the case, then the fingerprint card (form FD 249) should include not only the subject identification and charge information, but the court’s disposition as well. There is space on the fingerprint card (or in the livescan record) to notate the court’s outcome and sentence details. In this case, no Kansas Disposition Report (KDR) is created or submitted.
- If the first appearance doesn’t include the final disposition of the case, then the fingerprinting (form FD 249) should be accomplished and a Kansas Disposition Report (KDR) form initiated as well. The fingerprint card must be annotated with the **Transaction Number** from the KDR so that the two documents can be linked at the Central Repository.

### What about “non-traditional” reporting?

- “Contempt of Court.” Although K.S.A. 20-1204a lists “contempt of court” as an unclassified misdemeanor, the Central Repository will add these reports to the criminal history database because courts are interested in knowing these events have taken place.
- “Failure to Appear.” Violations of K.S.A. 21-3813 and K.S.A. 21-3814 are reportable as new charges. When the subject is fingerprinted at first appearance, be sure to include the “failure to appear” charge in addition to the original offense for which the subject was charged.
- Diversions. The Central Repository recommends that all diversions be reported by fingerprint cards taken at first appearance, even if the charge is a municipal ordinance. Include the start date and term of the diversion. The Central Repository will automatically credit a successful diversion when the term is reached; the court doesn’t need to file any additional reports with the Central Repository. However, if the diversion is revoked and the subject is prosecuted, the court must report the diversion revocation and court disposition to the Central Repository by submitting a KDR.

For additional information or assistance with this topic, please call PSA II Barbie Berggren at [785] 296-8269.

## 5. Disposition Reporting by Prosecutors

The success and utility of the criminal history records in the Central Repository are dependent on timely reporting of both arrests and dispositions. Prosecutors report disposition information using the Kansas Disposition Report (KDR) when the following “trigger events” occur:

- **Declination.** The prosecutor declines to prosecute any charge; there is no court case filing. Submit the KDR upon the decision to decline prosecution.
- **Diversion Initiated.** Submit the KDR upon approval of the diversion agreement. However, if other charges are not diverted, hold the KDR until all charges are disposed. That will allow a single KDR submission rather than requiring two or more KDR to be sent.
- **Diversion Terminated Early.** If a previously reported diversion is terminated prior to the original completion date, submit another copy of the KDR upon approval of early termination. Use the same KDR that originally reported the initiation of the diversion so that the Central Repository receives the same *Transaction Number*.

(If the diversion is REVOKED and is not reinstated, then no submission is made until the final action is taken by the prosecutor or the court. In these cases, the final report to the Central Repository will be a *court disposition*, a *declination*, a *dismissal* or an *early termination*.)

- **Dismissal.** When the original criminal case was filed in court and subsequently dismissed, submit a KDR when the dismissal of the original criminal case is filed.  
  
(This trigger event does not apply to a dismissal of a subsequent action in the case such as dismissal of a probation violation or dismissal of an appeal. Those events are not reportable to the Central Repository.)
- **Court Disposition.** This is the “traditional” trigger event – the case has been filed and disposed of in court. Submission of the KDR provides the court outcome after the sentence of the court is issued.
- **Probation Revocation.** When probation has been revoked or extended, submit the KDR after the hearing. For all other outcomes, there is no reporting to the Central Repository.

When the prosecutor’s office provides electronic reporting to the Central Repository, there are additional business rules that govern these trigger events. Those additional rules are found in the electronic disposition report message maps published by the KBI.

## 6. Correcting a Previously Submitted Livescan Record – Avoiding Duplicates.

Duplicate livescan records submitted to the KBI cause significant problems with the AFIS and the criminal history records databases. And the problem is also passed to the FBI’s IAFIS database.

A duplicate record is defined as a record with the same PCN (Processing Control Number) as a prior submission. The PCN is the system-generated 12-digit number that your livescan (or your records management system application) creates and places in segment 2.695 of the NIST message. By definition, each submitted record is identified by a unique PCN.

When a duplicate record is received by the AFIS, it stops the processing of both that record and the previously received record. The automatic processing of the records fails and intervention by a system technician is required to re-start the system. An AFIS technician must find the two records and manually delete one of them from the AFIS operating system. If the technician isn't available, the system failure remains unresolved and the records are unprocessed.

Please review your system operation and your operators' actions. Some of the duplicate submissions may be the result of the booking officer unknowingly hitting the "send button" more than once.

In a related note, Printrak livescan devices permit you to change the records by using the "Edit Booking" function on the livescan. However, the "Edit Booking" routine doesn't re-submit livescan records to the KBI. If you think you are correcting an error and having that sent to Topeka, it isn't occurring.

If you want to correct a previously submitted livescan record, the proper method is a simple two-step:

- 1) **Call.** Call the KBI Records Section at [785] 296-8266 or 8270 and identify the record that was sent in error. Give the correct information to the KBI staff so that a manual correction of the Central Repository database (and the FBI's IAFIS) may be possible.
- 2) **Re-Book.** If resubmission of the record is necessary, the KBI will ask you to re-book the subject. All re-submissions must create a new fingerprint record with a new PCN. That means re-rolling the subject's fingerprints. If the subject isn't available for re-booking, tell the KBI Records Section when you call them in step 1.